

Membership of the IACUC

Date: August 20, 2019

Name of Institution: Hope College

Assurance Number: A-3971-01

IACUC Chairperson

Name*: Dr. Susan M. Fraley

Title*: Consulting Veterinarian;
Adjunct Professor of Biology

Degree/Credentials*: D.V.M.

Address*: (street, city, state, zip code)

Department of Biology

Hope College

35 E. 12th Street

Holland, MI 49423

E-mail*: fraleys@hope.edu

Phone*: (b) (6)

Fax*: (b) (6)

IACUC Roster

Name of Member/ Code**	Degree/ Credentials	Position Title***	PHS Policy Membership Requirements****
Dr. Donna Harris	D.V.M.	Veterinarian; Veterinary Special Services, Holland, MI	Veterinarian with direct program authority and responsibility
Ms. Lori Hertel	M.S.	Director of Biology Laboratories, Hope College	
(b) (6)			Non-scientist/ethicist
(b) (6)			Scientist
			Scientist
			Scientist

Non-affiliated

Non-affiliated

Alternate Scientist

* This information is mandatory.

** Names of members, other than the chairperson and veterinarian, may be represented by a number or symbol in this submission to OLAW. Sufficient information to determine that all appointees are appropriately qualified must be provided and the identity of each member must be readily ascertainable by the institution and available to authorized OLAW or other PHS representatives upon request.

*** List specific position titles for all members, including nonaffiliated (e.g., banker, teacher, volunteer fireman; not "community member" or "retired").

**** PHS Policy Membership Requirements:

<i>Veterinarian</i>	Veterinarian with training or experience in laboratory animal science and medicine or in the use of the species at the institution, who has direct or delegated program authority and responsibility for activities involving animals at the institution.
<i>Scientist</i>	Practicing scientist experienced in research involving animals.
<i>Nonscientist</i>	Member whose primary concerns are in a nonscientific area (e.g., ethicist, lawyer, member of the clergy).
<i>Nonaffiliate</i>	Individual who is not affiliated with the institution in any way other than as a member of the IACUC, and is not a member of the immediate family of a person who is affiliated with the institution. This member is expected to represent general community interests in the proper care and use of animals and should not be a laboratory animal user. A consulting veterinarian may not be considered nonaffiliated.

[*Note: all members must be appointed by the IO (or individual with specific written delegation to appoint members) and must be voting members. Non-voting members and alternate members must be so identified.*]

Facility and Vertebrate Species Inventory

Date: 1 August 2019			
Name of Institution: Hope College			
Assurance Number: A-3971-01			
Laboratory, Unit, or Building*	Gross Square Feet [include service areas]	Species Housed [use common names, e.g., mouse, rat, rhesus, baboon, zebrafish, African clawed frog]	Approximate Average Daily Inventory
(b) (4)	1,380 sq. ft.	Rat	43
		Rat (pregnant females)	0
		Lab Mice	74
		Nile Grass Rats (anticipated 8/2015)	11
		Zebrafish	100
	580 sq. ft.	Pekin ducks	10
	1,390 sq. ft.		
		Carolina Anoles	4
		Northern Leopard Frogs	2
		Marbled Salamander	2
		Crested Gecko	1
		American Toad	4
		Chinese Box Turtle	2
		Leopard Gecko	2
		Painted Turtle	2
		Axolotl	1
		Common Goldfish	27
		Marine tropical fish	10
		Mexican Black King Snake	1
		Nelson's Milk Snake	1

(b) (4)	Chinchilla	1
	Mice	24

*Institutions may identify animal areas (buildings/rooms) by a number or symbol in this submission to OLAW. However, the name and location must be provided to OLAW upon request.

SEMI-ANNUAL REPORT

TO: Dr. Will Polik, Associate Dean for Research and Scholarship

FROM: Susan M. Fraley, D.V.M., Chair of the Hope College Animal Care and Use Committee

SUBJECT: Semi-annual Evaluation of Animal Care and Use Program and Inspection of Facilities

DATE: May 2, 2019

This report summarizes the HCACUC's results of its most recent program review and facility inspection, as required by the Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals (Policy), Section IV.B.1.-3. , the *Guide for the Care and Use of Laboratory Animals* (Guide), and the Animal Welfare Act (AWA) regulations, as applicable. Submission of semiannual reports to the Institutional Official is a condition of this institution's Animal Welfare Assurance with the NIH Office of Laboratory Animal Welfare (OLAW).

Changes in the Animal Care and Use Program

Since the last review, the following changes have occurred in the institution's program for animal care and use (PHS Policy IV.A.1.a.-i.).



Evaluation of the Animal Care and Use Program

The HCACUC conducted its semiannual evaluation of the institution's animal care and use program on May 1, 2018 (copy attached), using the *Guide for the care and use of laboratory animals* (Guide), and as applicable, 9 CFR Chapter I, 2.31. The HCACUC uses the Office of Laboratory Animal Welfare (OLAW) checklists for program review, as specified in the Hope College Assurance of Compliance document.

The Hope College program of animal care and use is consistent with the PHS policy, the GUIDE, and applicable Animal Welfare Regulations, as determined by the OLAW program review checklists.

Inspection of Animal Facilities

The HCACUC inspected the animal facilities on May 2, 2019 using the Guide, and as applicable, 9 CFR Chapter I, 2.31. The HCACUC uses the OLAW checklists for Facilities Inspection, as specified in the Hope College Assurance of Compliance document.

During the inspection, the Committee noted the following:

1. There were some cobwebs in one corner of the Cage Wash room. This was resolved prior to May 15, 2019.
2. There was an unlabeled pump container on the counter next to the sink in the Wash Room. This was resolved prior to May 15, 2019.
3. It is possible that the used bedding hopper which is in the hallway of the Vivarium narrows the hallway more than OSHA allows for. This will be investigated within the next 6 weeks.
4. There is an alarm in the Cage Wash for subfloor flooding. The Committee wondered if it automatically notified Physical Plant should it be activated. This will be investigated within the next 6 weeks.
5. SC 2041A has been remodeled to be an animal housing room (no animals present yet). It is not yet ready, and requires some additional cleaning prior to animal placement. This room will be examined again.
6. The rest of the facilities were remarkably clean and in order, records were accurate and up to date. The animals all looked healthy and well cared for.

Minority Views

There are no minority views to this report.

Approval

HCACUC Members

Susan Fraley – Chair, Consulting Veterinarian

Signatures

(b) (6)

(b) (6)

(b) (6)

Lori Hertel, Director of Biology Laboratories

(b) (6)

Donna Harris, Veterinarian
with Direct Program Responsibility

(b) (6)

Hope College Animal Care and Use Committee
2 May, 2019
Minutes

Those in Attendance: Dr. Susan Fraley, Dr. Donna Harris, Lori Hertel, (b) (6)
(b) (6)

I. Welcome!

A. (b) (6)

B. (b) (6)

Meeting called to order by Susan Fraley at 9:05. Began with introductions, especially the three new members and thank you to our two departing members.

II. Procedural Votes

A. Approval of today's Agenda

Moved by (b) (6) support from Lori, and approved by voice vote.

B. Formal request by the Chair to function as the DMR reviewer or assign a committee member, for all clarifications and contingencies requested by the committee for proposals submitted for review at today's meeting, as well as out-of-cycle requests.

Moved by (b) (6) support from (b) (6) approved by voice vote.

III. Continuing Action Items

A. Post-approval monitoring (PAM)

Need a better system – still needs implementation

Susan is still working on this. The committee discussed some ideas about how to help the chair implement an organizational structure that would actually work. Could we fund a student who could be responsible for tracking down PIs? The animal research calendar might be a good entry point for knowing when PIs start/stop key points in research.

B. Development of on-line application forms; This is actually in the works! Working with

HSRB and having demos this month of various existing programs

Have evaluated three systems, narrowed down to two (handout)

Project stalled until new Associate Provost position is filled.

Will Polik has worked closely with CIT and looked carefully at 3 different software systems. Several folks have looked carefully through things and narrowed it down to two systems: Axiom Mentor and IRBManager. Some concerns that there is no annual training for users, so that responsibility will fall to HCACUC chair. Costs will be borne by Hope College (not part of AC&U budget). With change in Associate Provost the initial idea was to put this on hold until the new person is in place. We discussed that it would be really helpful to have Will's experience with this project engaged with the final choice of software. Susan will push on Will to keep this moving and, perhaps, involve the new Associate Provost a bit before their formal start date.

IV. New Business

A. Alternate member

Must be assigned to replace specific person(s) but can be assigned to more than one person. (b) (6)

Susan described role of alternate member.

B. New Institutional Officer

This will be the new Associate Provost.

B. Self-Reporting

- 1) We did have to self report this cycle – Breeding NGRs not under protocol

Susan described the reason that we needed to self-report; this was a mis-communication about the need for approval for a breeding colony (separate from experiments). This was all done appropriately.

C. Tetanus requirement

- 1) Within 5 years of graduation – I will make that change to student forms (paper and electronic) after our August meeting (OLAW notification)

As we discussed last time, we will change our tetanus requirement as above. But this hasn't been implemented yet because we will be submitting a whole new Assurance soon. Rather than changing our current assurance, we will just implement this change with the new Assurance.

D. Assurance is due in December – will need help and input.

Susan will send the current Assurance to everyone sometime soon. Everyone should review the document and make suggestions for adding/removing/editing.

E. New Program Review?

<https://olaw.nih.gov/resources/documents/cheklist.htm>

There is a new template for the program review and facility inspection. We do not need to do everything on this new template, but we surely should update our current checklist. This will be done in concert with the new Assurance document.

V. Proposal Review

A. Full Proposals

- 1) 051901: Lori Hertel / (b) (6) *Van Kley Museum Animal Collection*

*Approval of proposal given the comments that were discussed and noted by the chair.
Approval moved by (b) (6) support by (b) (6) approved unanimously.*

- 2) 051902: (b) (6) *Cardiovascular function in the Pekin duck*
Not being reviewed this cycle

Not discussed

- 3) 051903: (b) (6) *Circadian rhythms and their neural substrates in Nile grass rats*

*Approval of proposal given the comments that were discussed and noted by the chair.
Approval moved by (b) (6) support by Lori, approved unanimously.*

B. Renewals

- 1) 051803A: (b) (6) *HCA Effects on Hippocampal Function*

Renewal approved. Moved by (b) (6) support by Lori, approved unanimously.

- 2) 051702AB: (b) (6) *Investigating the role of xCT in neuroregeneration in the zebrafish, Danio rerio.*

Renewal approved. Moved by __, support by __, approved unanimously??.

C. Amendments

None

D. Minority Views

No minority views noted.

VI. Setting Next Meeting Date: August 2019

Early in the week before pre-college conference was noted as a preferred time in general. Calendars were consulted and Tuesday Aug 20 at 9am was suggested as a tentative meeting date/time.

VII. Program Review

- A. Review of current program for animal care and use (revisit new checklist)
- B. Semi-annual inspection of facilities, including labs and transport vehicles
 - 1) Vivarium, Schaap 1015
 - 2) Museum, Schaap 1034
 - 3) Neuroscience testing room, Schaap 1026
 - 4) Environmental Chamber room, Schaap 2041A
 - 5) Aviary, Schaap 2041
 - 6) Accelerator room
 - 7) Department van
- C. Program review signatures (with the semi-annual report)

DATE:

MEMBERS IN ATTENDANCE:

Deficiency Category (S or M)	Location	Deficiency & Plan for Correction	Responsible Party	Correction Schedule & Interim Status	Date Complete
M	(b) (4)	Cobwebs in an upper corner - Emailed An. Care Specialist to resolve	(b) (6)		Prior to 5/15/19 Confirmed
M		Unlabeled container (pump) next to sink - Emailed An. Care Specialist to resolve			Prior to 5/15/19 Confirmed
		There is a flood gate alarm - was a question about if there is an automatic notification for Phys. Plant	Lonitater	w/in next 6 weeks	5/16/19 (b) (6)
		Question as to OSHA regulations re railway space where the used bedding hopper is. Lon will check w/ Phys. Plant	Lonitater	w/in next 6 weeks	5/21/19 Metasys system monitors

S = significant deficiency, M = minor deficiency (a significant deficiency is or may be a threat to animal health or safety);

*Check if repeat deficiency



Susan Fraley <fraleys@hope.edu>

Semi-Annual Report, Please read and sign!!!!

(b) (6)

Tue, May 21, 2019 at 11:29 AM

To: Susan Fraley <fraleys@hope.edu>

Susan,

I approve the Semi-annual Report.

(b) (6)



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[Quoted text hidden]



Susan Fraley <fraleys@hope.edu>

Semi-Annual Report, Please read and sign!!!!

6 messages

Susan Fraley <fraleys@hope.edu>

Thu, May 16, 2019 at 11:35 AM

To:

(b) (6)

(b) (6) donna Harris

(b) (6) Lori Hertel <hertel@hope.edu>, (b) (6)

(b) (6)

(b) (6) William Polik <polik@hope.edu>

Hi everyone,

Attached is my proposed Semi-Annual Report for this cycle. The Bio copier sent it to me in two installments and I don't have time to monkey around with it, so I'm sorry you'll have to open two docs. I have the hard copy in my mailbox ready for you to sign (assuming nobody has any changes, but please let me know if you do!!!). If you cannot sign in person, please send me an email saying that you approve of it so I can attach that to the final report. As always, it is best to have as many in-person signatures as possible. Not sure why that matters, but apparently it does. Thanks so much for all of your help and support!!! I hope everyone has a wonderful summer!

Susan

Susan M. Fraley, D.V.M.
HCACUC Chair - Hope College
Veterinarian - South Crossing Veterinary Center
Adjunct Professor, Department of Biology - Hope College
email: fraleys@hope.edu
phone: (b) (6)
fax: (b) (6)

2 attachments

Semi-Annual Report Part 2 w:o sigs.pdf
7166K

Semi-Annual Report Part 1 w:o sig.pdf
10787K

(b) (6)

Thu, May 16, 2019 at 12:30 PM

To: Susan Fraley <fraleys@hope.edu>

Hi Susan,

My name is not on the physical copy of the document, which is totally fine. I'm just making sure this is correct since I'm on the email list.

Thanks,

(b) (6)

[Quoted text hidden]

[Quoted text hidden]

<Semi-Annual Report Part 2 w/o sigs.pdf><Semi-Annual Report Part 1 w/o sig.pdf>

Susan Fraley <fraleys@hope.edu>

Thu, May 16, 2019 at 1:02 PM

To: [REDACTED] (b) (6)

Oh my gosh, what an idiot . I just printed a new version with your name on it, and [REDACTED] (b) (6) and not [REDACTED] (b) (6) ...
... sigh. Thanks and sorry for the inconvenience!!!
S

Susan M. Fraley, D.V.M.
HCACUC Chair - Hope College
Veterinarian - South Crossing Veterinary Center
Adjunct Professor, Department of Biology - Hope College
email: fraleys@hope.edu
phone: [REDACTED] (b) (6)
fax: [REDACTED] (b) (6)

[Quoted text hidden]

[REDACTED] (b) (6)

Thu, May 16, 2019 at 1:01 PM

To: Susan Fraley <fraleys@hope.edu>

No worries. Thanks!

[Quoted text hidden]

[REDACTED] (b) (6)

Tue, May 21, 2019 at 11:29 AM

To: Susan Fraley <fraleys@hope.edu>

Susan,

I approve the Semi-annual Report.

[REDACTED] (b) (6)



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[Quoted text hidden]



Susan Fraley <fraleys@hope.edu>

Semi-Annual Report, Please read and sign!!!!

(b) (6)

Tue, Jul 16, 2019 at 10:36 AM

To: Susan Fraley <fraleys@hope.edu>

I approve!

[Quoted text hidden]

(b) (6)





Susan Fraley <fraleys@hope.edu>

Semi-Annual Report, Please read and sign!!!!

(b) (6)

Tue, Jul 16, 2019 at 11:23 AM

To: Susan Fraley <fraleys@hope.edu>

Susan, I approve of the semi-annual report. (b) (6)

[Quoted text hidden]



Susan Fraley <fraleys@hope.edu>

Semi-Annual Report, Please read and sign!!!!

(b) (6)

Tue, Jul 16, 2019 at 12:31 PM

To: Susan Fraley <fraleys@hope.edu>

I'm sorry I'm late. Looks good and acceptable.
Donna Harris

On May 16, 2019, at 11:35 AM, Susan Fraley <fraleys@hope.edu> wrote:

[Quoted text hidden]

| <Semi-Annual Report Part 2 w/o sigs.pdf>

[Quoted text hidden]



Susan Fraley <fraleys@hope.edu>

Semi-Annual Report, Please read and sign!!!!

(b) (6)

Tue, Jul 16, 2019 at 4:28 PM

To: Susan Fraley <fraleys@hope.edu>

I approve! Sorry for the delayed response.

[Quoted text hidden]